**IMMIGRATION SERVICES FUNDING
OTHER IMMIGRATION REMEDIES (OIR) APPLICATION
ASSISTANCE
FY 2017-18 QUARTERLY REPORT
IS-OIR (4/18)
INSTRUCTIONS**

CONTENT

The quarterly IS-OIR report contains statistical information for the Immigration Services Funding-Other Immigration Remedies (OIR) application assistance service during the reporting quarter. The Welfare and Institutions Code (WIC) section 13302-13306 requires the California Department of Social Services (CDSS) to collect demographic data regarding the services provided through this funding. As outlined in WIC section 13302-13306, the CDSS will report detailed summaries of the number of clients served, demographic characteristics of those clients, non-profit organizational practices, and other related information on services provided. In addition, the data requested is designed to monitor the CDSS contractors in their efforts to assist individuals in the filing of OIR cases that include, but are not limited to: U-Visa, T-Visa, Special Immigrant Juveniles Status (SIJS), Violence Against Women Act (VAWA) self-petitions, Family-Based Petitions, Asylum, or other affirmative remedies for which applicants may qualify.

GENERAL INSTRUCTIONS

Enter the **unique and unduplicated client counts** at the time of application submission to United States Citizenship and Immigration Services (USCIS). Enter "0" if there is nothing to report for an item. Do not leave any items blank unless otherwise noted

COLUMN INSTRUCTIONS

Column Month 1: Enter the data for the first month of the applicable quarter.
Column Month 2: Enter the data for the second month of the applicable quarter.
Column Month 3: Enter the data for the third month of the applicable quarter.
Column Quarter Total: It is the sum of Columns Month 1, Month 2 and Month 3.

ITEM INSTRUCTIONS

PART A. APPLICATION ASSISTANCE

Part A summarizes and captures demographic data for OIR applicants counted under Item 1-8 of the report form. For each individual, report information on race/ethnicity, language in which service was provided, country of origin, gender, age, educational attainment and county of residence. For each reporting demographic, enter the data for each individual at the time of the application completion or submission to the USCIS.

1. **OIR applications completed and submitted to USCIS with form G-28 (Sum of Items 1a through 1g).**
   Enter the unique and unduplicated number of OIR applications that were completed and submitted to the USCIS in each month during the quarter. In the OIR context, count the application when the contractor completes the application/petition assistance and submits the application on behalf of the client to the USCIS along with form G-28 Entry of Appearance. OIRs case types includes, but are not limited to: U-Visa, T-Visa, SIJS, Violence Against Women Act (VAWA) self-petitions, Family-Based petitions, Asylum, or other affirmative remedies. **Other Affirmative Remedies will be considered on a case-by-case basis**. For monitoring purposes retain records, such as: copies of intake tools, screening tools, representation agreement, Form G-28, USCIS receipts, and initial USCIS application. *Cell 4 Quarter Total is automatically calculated. [Cells 1-3]*

PART A. APPLICATION ASSISTANCE CONTINUED

    a. U-Visa: Enter the unique and unduplicated number of U-Visa applications completed and submitted to USCIS in each month during the quarter. ***Cell 8 Quarter Total is automatically calculated. [Cells 5-7]***

    b. T-Visa: Enter the unique and unduplicated number of T-Visa applications completed and submitted to USCIS in each month during the quarter. ***Cell 8 Quarter Total is automatically calculated. [Cells 9-11]***

    c. Violence Against Women Act (VAWA) self-petitions: Enter the unique and unduplicated number of VAWA self-petition applications completed and submitted to USCIS in each month during the quarter. ***Cell 16 Quarter Total is automatically calculated. [Cells 13-15]***

    d. Family-based petitions: Enter the unique and unduplicated number of family-based petition applications completed and submitted to USCIS in each month during the quarter. ***Cell 20 Quarter Total is automatically calculated. [Cells 17-20]***

    e. Asylum: Enter the unique and unduplicated number of asylum applications completed and submitted to USCIS in each month during the quarter. ***Cell 24 Quarter Total is automatically calculated. [Cells 21-23]***

    f. Special Immigrant Juvenile Status (SIJS): Enter the unique and unduplicated number of SIJS applications completed and submitted to USCIS in each month during the quarter. ***Cell 28 Quarter Total is automatically calculated.*** [*Cells 25-27*]

    g. Other remedies for which applicants may qualify (Specify in Item 1g Other Remedies Explanation box): Enter the unique and unduplicated number of other immigration remedy applications completed and submitted to USCIS in each month during the quarter. Specify which other remedy in the Item 1g Explanation box. **Other Affirmative Remedies will be considered on a case-by-case basis.** ***Cell 32 Quarter Total is automatically calculated***. ***[Cells 29-31]***

2. **OIR applicant's racial/ethnic identity (Sum of Items 2a through 2v.**
   Enter the unique and unduplicated number of OIR applicants who identify with each of the racial/ethnic categories listed. ***This sum is automatically calculated for editing purposes.*** **[***Cells 34-55]***

   - **Item 2j Indigenous** –For individuals identified in Item 2j, specify the category in the comment section of the form. The Indigenous categories include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjobal,

   - **Item 2v- Other Race/Ethnicity Explanation:** If any individuals are counted in the "Other" category, specify the category and the number of individuals in the Item 2v in the comment section of the form.

PART A. APPLICATION ASSISTANCE CONTINUED

3. **Language in which service was provided to OIR applicant (Sum of Items 3a through 3at)**
Enter the number of OIR applicants who were provided services in each of the language categories listed. **This sum is automatically calculated for editing purposes. [*Cells 57-102]*

If any individuals are counted in any of the **"Other"** specify the category, enter the number of individuals in the respective explanation box in the comment section:

   - **Item 3ar**- Other Chinese Languages explanation box.
   - **Item 3as** Other Non-English explanation box
   - **Item 3at-** Other Sign Language explanation box.

4. **OIR applicant's country of origin (Sum of Items 4a through 4ah)**
Enter the unique and unduplicated number of OIR applicants from each of the countries listed. Count each applicant in one item only. If any individuals are counted under the "Other" category, list the applicable countries and the number of individuals in the Item 4ah of the respective explanation box in the comment section. The numbers captured in the country of origin section is the total of applicants served in corresponding quarter. **This sum is automatically calculated for editing purposes.** *[Cells 104-137]*

5. **OIR applicant's gender (Sum of Items 5a through 5d)**
Enter the unique and unduplicated number of OIR applicants who identify with each of the gender categories listed. Count each applicant in one item only. The numbers captured in the applicant's gender section are the total of individuals served in the corresponding quarter**. *This sum is automatically calculated for editing purposes. [Cells 139-142]*

6. **OIR applicant's age (Sum of Items 6a through 6e)**
Enter the unique and unduplicated number of OIR applicants who fall within each of the age ranges listed. Count each applicant in only one item. The numbers captured in the age section are the total of applicants served in the corresponding quarter. *[Cells 144-148]*

7. **OIR applicant's highest level of educational attainments (Sum of Items 7a through 7g)**
Enter the unique and unduplicated number of OIR applicants who fall within each of the educational attainment categories listed. Count each applicant in only one item. The numbers captured in the education section are the total of applicants served in the corresponding quarter. *This sum is automatically calculated for editing purposes. [Cells 150-156]*

PART A. APPLICATION ASSISTANCE CONTINUED

8. **OIR applicant's county of residence at time of service (Sum of Items 8a through 8bf)**
   Enter the unique and unduplicated number of OIR applicants who were residing in the counties listed at the time services. Count each applicant in only one item. The numbers captured in the county section are the total of applicants served in the corresponding quarter*. **This sum is automatically calculated for editing purposes. [Cells 158-215]**

PART B. ORGANIZATIONAL PRACTICES

Part B captures qualitative information regarding organizational practices during the quarter. This includes challenges encountered, key lessons learned, and promising practices.

9.What challenges or barriers were discovered during the quarter?
   Provide a brief description of any challenges or barriers encountered during the quarter. *[Cell 216]*

10. What key lessons and/or promising practices emerged during the quarter?
   Provide a brief description of any key lessons learned and/or promising practices identified by the organization during the quarter. *[Cell 217]*

COMMENTS

Item 1g Other Remedies Explanation: Use this box to specify if any individuals are counted in Item 1g Other Remedies. List the type of affirmative immigration remedies for which applicants may qualify.

Item 2j Indigenous: Use this box to specify if any individuals are counted in the Indigenous category which include, but are not limited to: Mixteco, Triqui, Zapoteco, Mam and Kanjoba).

Item 2v Other Race/Ethnicity Explanation: Use this box to specify any individuals counted in the "Other" category.

Item 3ar Other Chinese Languages Explanation: Use this box to specify any individuals counted in the other Chinese languages category.

Item 3as Other Non-English Explanation: Use this box to specify any individuals counted in the other Non-English languages category.

Item 3t Other Sign Language Explanation: Use this box to specify any individuals counted in the other sign languages category.

Item 4ah Other Country of Origin Explanation: Use this box to specify any individuals counted in the "Other" category.

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COMMENTS CONTINUED

General Comments- Use this box to explain the following:
- Explain any major fluctuations in data.
- Provide any comments your organization determines necessary, including major changes in procedures, programming or staffing that have affected the data.

This section may be left blank if there are no applicable comments for the report quarter.

CONTACT & SUBMISSION INFORMATION

For this section enter the corresponding contact information:
- Enter the contact information of the staff who completes and submits the reporting form. Include the name, job title or classification, telephone number, extension and e-mail address of the person to contact if there are questions about the report.
- Enter the date the report is submitted.

The following steps are necessary to submit the report:

- The CDSS requires all reporting forms be submitted electronically via **e-mail** using the provided Excel automated report forms found at http://www.cdss.ca.gov/dssdb/ and emailed individually to the corresponding email address. Each reporting form has a unique email address and each report should be sent to its corresponding email address:

  OIR: admisoir@dss.ca.gov

- A specific naming convention has been designated for the FY 2017-18 reporting forms. For the IS-DACA Reporting form, use the following naming convention and include the naming convention in the email subject line:

  FY 17-18 OIR "Contractor Name" Quarter # (include the quarter for the period covered)

  Example: FY 17-18_OIR_CHIRLA_Q1.

- For technical assistance or challenges with the reporting forms, contact DSSDB using the technical support e-mail: admdssdbts@dss.ca.gov.

- For program-related content questions, contact your assigned analyst or submit your questions to: ImmigrationServices@dss.ca.gov

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